

SELLING TO THE MILITARY

- **ARMY**
- **NAVY**
- **AIR FORCE**
- **DEFENSE LOGISTIC AGENCY**
- **OTHER DEFENSE AGENCIES**

GENERAL INFORMATION

ITEMS PURCHASED

LOCATION OF MILITARY PURCHASING OFFICE

**DEPARTMENT OF DEFENSE
WASHINGTON, DC 20301**

PREFACE

This handbook is an introduction to the broad subject of contracting with agencies of the U.S. Department of Defense (DoD). It is intended to be useful to those who manage the marketing efforts of small businesses, especially firms that have not previously had Government contracts. The handbook contains general information about contracting. It provides lists of products and services, keyed to particular major buying offices, and it also provides a geographically arranged list of all DoD buying **offices**.

This introduction covers a wide variety of subjects. After reading it, you may seek additional, more specific advice from DoD's small business specialists; they are located at all buying offices.

CONTENTS

Preface

	Page
Part 1	
How to Get Started	1
Introduction	1
DoD Contracting Principles and Practices	1
How DoD Buys	2
Types of Contracts	2
Special Help for Small Businesses	3
Preaward Determination of Responsibility	4
The DoD System of Specifications and Standards	4
Types of Specifications	5
How to Acquire Specifications	5
Important Order Information for all Ad Hoc Request	8
Automatic Distribution Subsystems Service	9
Qualification Lists	10
The Federal Supply System	11
Introducing a New Item	15
Sources of Information on Defense Procurement	15
Small Business Advisors	15
Solicitation Mailing Lists	16
Bid Boards	16
Commerce Business Daily	16
Small Business Innovation Research Program	17
Procurement Technical Assistance (PTA) Cooperative Agreement Program	17
Subcontracting Opportunities	18
Making Your Capabilities Known	18
Getting on Solicitation Mailing Lists	18
Research and Development Brochures	19
Unsolicited Proposals	19
Special Procedures for Architect-Engineer Firms	20
Local Purchases	21
Electronic Commerce (EC) and Electronic Data Interchange (EDI)	22
Part 2	
Products and Services Bought by Major Military Purchasing Offices	23
Major Military Purchasing Offices, Listed by DoD Component	25
Products and Services Bought by Major Military Purchasing Offices	55

Part 3	
Research and Development Sales Opportunities	70
Major Military Research and Development Activities	70
Department of the Army	70
Department of the Navy	77
Department of the Air Force	84
Defense Advanced Research Projects Agency	93
Guide for Preparing Unsolicited Proposals	95
Part 4	
Special Purchasing Offices	97
Defense Commissary Agency	97
Military Exchange Service	99
Army and Air Force Exchange Service	99
Navy and Marine Corp Exchanges	99
Computer Systems	102
Motion Picture and Videotape Productions	103
Part 5	
Buying Property From the U.S. Government	104
Defense Reutilization and Marketing Service	104
GSA Personal Property Sales Offices	105
GSA Real Property Sales Offices	106
Part 6	
Offices Providing Assistance to Small Businesses for Defense Procurement	108
Small and Disadvantaged Business Utilization	
Specialists in the Washington, DC Area	108
Defense Contract Management District Offices	110
Small Business Administration - Procurement Assistance Offices	113
General Services Administration Business Service Centers	115
Appendix A. Additional Sources of Information	AI -A4
Appendix B. Acronyms and Abbreviations	B-1
Appendix C. Samples of Forms Mentioned in This Booklet	C1-C27